



Napa Valley Transportation Authority
Human Resources
625 Burnell Street
Napa, CA 94559
Tel. (707) 259-8631 / Fax (707) 259-8638
www.nctpa.net

An Equal Opportunity Employer

**ALL CANDIDATES APPLYING FOR POSITIONS WITH THE
NAPA VALLEY TRANSPORTATION AUTHORITY
MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS**

Carefully read the **entire job announcement**. It has important information regarding the application requirements, examination process and key dates. **NOTE:** The Napa Valley Transportation Authority accepts applications for open positions only. Faxed/Emailed applications are accepted.

The job application must be completed in its entirety including an **original** signature. Incomplete applications **will not** be considered. Do not state on the application "Refer to Résumé". Résumés may be submitted along with the application but are not accepted as a substitute for a complete employment application. The full job description including benefits summary can be found online at <http://www.nctpa.net/careers-nctpa>.

Carefully review job announcement and note degrees, diplomas, certifications or other specifically required documents. Applicants must submit documentation of specified credentials and/or DMV printouts prior to employment. Failure to do so will result in disqualification. If a typing certificate is required, it can be obtained from a temporary employment agency, a school, or the Employment Development Department. Self-administered typing certifications are not acceptable.

The Napa Valley Transportation Authority is an Equal Opportunity Employer. In accordance with the federal Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), if accommodations are necessary in order to perform the essential functions of the positions, or to participate in any portions of the selection process, please contact **Human Resources at (707) 259-8631 prior to the final filing date**.

Complete applications can be submitted by: (1) delivered/mailed to the Napa Valley Transportation Authority, Attention: Human Resources, 625 Burnell Street Napa, CA 94559
(2) faxing to Human Resources at (707) 259-8638, or (3) Email to: jobs@nctpa.net.

It is the applicant's responsibility to ensure that the Napa Valley Transportation Authority receives all application documents prior to 4:00 p.m. on the final filing date.



Employment Application

625 Burnell Street
Napa, CA 94559-3420
(707) 259-8631

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this agency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: ()

Address: _____

Employment History

List all jobs with the most recent first. Different positions with the same employer may be listed separately. You may attach additional sheets of this page if necessary. A resume may be attached, but may not be substituted for completing this application.

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all statements made on this application are complete and true to the best of my knowledge. I agree and understand that any misrepresentation or deliberate omission of material fact contained in the application may be justification for termination of employment with the Napa Valley Transportation Authority. I authorize investigation of all matters contained in this application and agree to undergo any job-related examination, drug screening, fingerprinting, DMV record and/or background check upon conditional offer of employment and that the employment is contingent upon meeting the conditions of employment as may be required by the authority.

Signature: _____ Date: _____



Napa Valley Transportation Authority

EQUAL EMPLOYMENT OPPORTUNITY DATA

The Napa Valley Transportation Authority is an equal opportunity employer. In accordance with the applicable laws and regulations, the agency does not discriminate on the basis of disability or other prohibited criteria. The information requested below is for statistical reporting and analysis as required by law only. We request that all applicants complete the following information, however **providing this information is voluntary**. This information will be detached from your application and the information will be kept confidential.

Name _____ Date _____

Position Applied For _____

Sex: ☐ Male ☐ Female

Disabled: ☐ Yes ☐ No

Race/Ethnicity: (Check only one.)

☐ **AMERICAN INDIAN/ALASKAN NATIVE**

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **BLACK**

Not of Hispanic origin; All persons having origins in any of the Black racial groups of Africa.

☐ **WHITE**

Not of Hispanic origin; All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

☐ **HISPANIC**

All persons of Mexican, Puerto Rican, Cuban, Central or South African or other Spanish culture or origin, regardless of race.

☐ **ASIAN/PACIFIC ISLANDER**

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, such as China, Japan, Korea, Vietnam, and Samoa.

To assist NVRTA in our recruitment efforts, please indicate how you found out about the job.

☐ Newspaper (specify) _____

☐ Other Publication (specify) _____

☐ Friend

☐ Agency Employee

☐ School or other placement office

☐ Walk-in

☐ Employment agency

☐ NVRTA Website

☐ Other